

ARIZONA SAFE ROUTES TO SCHOOL PROGRAM



Sponsored by
Arizona Department of Transportation

With support from
U.S. Department of Transportation
Federal Highway Administration

Non-infrastructure Projects

Cycle One

Due Date: January 19, 2007

Total program amount available this cycle:

\$400,000

For non-infrastructure projects only

Individual non-infrastructure project requests:

Not to exceed \$45,000

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What is the Safe Routes To School Program?

The Safe Routes To School Program was created by the U.S. Congress as part of a federal transportation bill called SAFETEA-LU. The primary reason for developing this nationwide program is this country's growing epidemic of childhood obesity and diabetes. One of the causes of the epidemic is children's inability to get physical activity - biking and walking to school - due to the lack of safe and convenient ways to do so. To this end, Safe Routes was created to accomplish three goals:

- 1) to enable and encourage children, including those with disabilities, to walk and bicycle to school;
- 2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- 3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution near schools.

The program accomplishes this by providing funds for schools and communities to implement infrastructure projects (such as sidewalk improvements, trails, and 'traffic calming') and non-infrastructure programs (such as education campaigns, law enforcement efforts, and prize giveaways).

Safe Routes To School is a **reimbursement** program -- not a grant program. This means that the selected applicants will be entitled to request reimbursements from ADOT for an amount agreed upon at the time of selection. The applicant first must spend funds that it already has secured - **ADOT will not provide up-front cash.** Any work on the project that was performed prior to the project's selection is not eligible for reimbursement.

There are two main criteria that will determine if your school and your project are eligible for funding under the Safe Routes To School Program:

- Program funding is only for elementary and middle schools;
- Programs and projects must be within a 2-mile radius of the school.

The following application packet provides information on how to apply for funding through the Safe Routes To School Program. Please read the entire packet before beginning your application.

COG/MPO Review verification

All COGs/MPOs are required to complete the following information upon reviewing and ranking this project. Detach this page and return it to ADOT by January 19, 2007, at the address below, along with a comprehensive listing of all ranked projects in your jurisdiction.

Project Name: _____

COG/MPO Name: _____

Signer Name: _____

Title: _____

Signature: _____

Date: _____

Brian Fellows
Safe Routes To School Program Coordinator
Arizona Department of Transportation
206 S. 17th Avenue, Mail Drop 310B
Phoenix, Arizona 85007

How to develop your program and apply for funding

Step 1: Identify a problem

1. Are students at your school being injured by cars or by other people on the way to/from school?
2. Is there a dangerous traffic condition near the school that you fear may cause injury or death in the future?
3. Are students at your school overweight, obese, or developing diabetes or other diseases because they aren't getting enough physical activity?
4. To help you get started, contact a person who knows about Safe Routes To School "tools" - refer to "Arizona Safe Routes To School contacts" at the end of this application). Ask this person if they will visit your site and perform an assessment - a 'walkabout' - to identify and document the problems. Consider using the "Walkability Checklist" and the "Bikeability Checklist" as guides for your walkabout (see www.walkinginfo.org and www.bicyclinginfo.org).
5. You can also use the list of "Safe Routes To School Resources" on p. 15 to develop educational programs to help remedy the problem.

Step 2: Assemble a "Safe Routes To School" team

1. Get together as many of the following as possible: principals, teachers, parent-teacher organization, other parent volunteers, city or county transportation engineers or planners, police officers, health/wellness professionals, students, community volunteers.
2. Identify who in the group will be the "champion" - the person who will lead the effort - and who will write the Safe Routes To School application.
3. Meet with the Safe Routes professional (or whoever helped you perform the walkabout) and agree on a strategy for your program.
4. Spread the word throughout your school and neighborhoods - explain your plan for making it safer for kids to bicycle and walk to school.

Step 3: Select Safe Routes To School "tools" to help solve the problem

1. Based on the specific problems you identified, choose as many of "The 5 Es" that will work at your site (see definitions of "The 5 Es" and a list of potential non-infrastructure strategies on pp. 20 and 9-10). Remember that the more Es you use, the stronger your overall project will be.

Step 4:

1. Now you're ready to write your application.

Arizona Department of Transportation

Safe Routes To School Program

Program Goals

To enable and encourage children, including those with disabilities, to walk and bicycle to school; to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Eligible Applicants

State, local, and regional agencies, including non-profit organizations, that demonstrate an ability to meet the SRTS requirements, may apply for funding for schools that provide education for students between the Kindergarten and eighth grade levels.

The governmental agency will be the applicant and the recipient of funds for all infrastructure projects (see examples below). If the infrastructure project is completely on school property and off of the roadway system, the school may be allowed to be the applicant and the recipient of funds. For all non-infrastructure projects (see examples below) the school, school district, or non-profit organization may be the applicant as well as the recipient of funds.

The Federal Highway Administration (FHWA) has ruled that federally recognized Indian tribes are eligible sub-recipients of this State administered program. FHWA will update its SRTS guidance document to reflect this new interpretation of the law.

Eligible Activities

[NOTE: In Cycle 1, only non-infrastructure projects and certain *mobile message/speed/radar signage* will be eligible for funding. Any mobile signage MUST only be used exclusively at the target school.]

Non-infrastructure projects - projects include education, enforcement, and encouragement efforts. Education efforts include teaching children about bicycling and walking safety skills, the health effects of walking and biking, the impact to the environment, the broad range of transportation choices, and events and activities that promote walking and biking to school safely. Enforcement efforts include ensuring that traffic laws are obeyed (including enforcement of speeds, yielding to pedestrians in crossings and proper walking and bicycling behaviors, and initiating community enforcement activities. Encouragement includes bike-, pedestrian, and school-related giveaways and other materials. Following are examples of these kinds of projects:

Education:

- Implementation/distribution of educational curricula in the classroom,
- Pedestrian safety field trips,
- Implementing/distributing interactive pedestrian/bicycle safety video game (ex: FHWA's "Safer Journey," National Safety Council's "Step to Safety".),

- Events and activities such as: bicycle rodeos, Walk and Bike to School Day activities, school assemblies, walking school buses, bike trains, etc.
- Substitute teachers to cover faculty attending SRTS functions during school hours,
- Stipends for parent or staff coordinators; (typically to reimburse volunteers for materials and expenses needed for coordination and efforts; "Super-volunteer" pay is possible in rare cases.),
- Costs to employ a SRTS program manager to run a SRTS program for an entire city, county, or other area-wide division that includes numerous schools,
- Consultant costs (either nonprofit or for-profit) to manage a SRTS program, as described in previous bullet.

Enforcement:

- Equipment and training needed for establishing a crossing guard program,
- Provide regular training for crossing guards,
- Law enforcement or equipment needed for enforcement activities,
- Targeted driver actions at crosswalks and intersections,
- Vehicle speed feedback signs (mobile only, subject to approval),
- Neighborhood watch programs,
- Photo enforcement.

Encouragement:

- Mileage clubs,
- Bicycle helmet giveaways and fittings

Matching versus leveraging

No *matching* funds are allowed or permitted through the Safe Routes To School Program. This means that the applicant is not required to pledge (nor can the program accept) any *financial* resources as a mandatory condition of the program. However, *leveraging* is highly encouraged - using financial and in-kind resources from sources other than the applicant to advance your project. This is a 100% federal funding program.

Evaluation

The responsible parties from all selected projects are required to gather and submit data on student walking and bicycling participation levels over the course of the project/grant period. If selected, sufficient baseline data must be collected during the first full school-month after the project has been selected to receive SRTS funding (See Project Evaluation Forms and Student Travel Tally Sheets below.)

Review and Selection Process

ADOT will call for applications on an annual basis, generally during the first half of the school year. All applications will be reviewed to ensure that they are complete and are eligible for funding. Applicants who submit incomplete applications or whose applications are not selected will not be notified. A prioritized list of projects recommended for funding will be compiled and submitted to the Arizona Transportation Board. Pending approval by the Board, the final announcement of selected projects is expected by May.

Application Checklist:

- [] Attach this checklist to your completed application;
- [] Contact your local/city Safe Routes To School Coordinator or other qualified bicycle/pedestrian professional and conduct a 'walk-about' to assess your project (see 'List of Local SRTS Coordinators' at the end of this document);
- [] Your program/project must be within 2.0 miles of the target school(s).
- [] Attach to your completed application your school safe routes plan, if available;
- [] If the applicant is a non-profit organization, attach its IRS 501(c)3 letter and its Certificate of Good Standing where indicated;
- [] Attend an ADOT-sponsored Safe Routes To School program session (optional);
- [] Use Microsoft Word or Adobe Acrobat formats, single spacing, and a 12-point font;
- [] Complete the Project Contact Information page;
- [] Complete the Application Narrative sections (observe word limits);
- [] Complete the Budget/Cost Estimates page;
- [] Complete the Project Review and Signatures section
- [] Attach all appropriate supporting documents (maps, photos, letters of support) - send no more than ten (10) pages of attachments. If you are sending any of these documents under separate cover, observe the same deadline as the body of the application.
- [] Mail or deliver sixteen (the original plus 15) copies of the completed application to Brian Fellows, Safe Routes To School Coordinator, Arizona Department of Transportation, 206 S. 17th Ave., Mail Drop 310B, Phoenix, AZ 86007 **postmarked no later than January 19, 2007 at 5:00p.**
- [] Contact your regional Council of Governments or Metropolitan Planning Organization (See attached list of Arizona Councils of Governments and Metropolitan Planning Organizations) to determine the number of copies that they require. Copies mailed to the COG/MPO should be, **postmarked no later than January 19, 2007 at 5:00p.** If your COG/MPO chooses not to accept/review Safe Routes applications, contact Brian Fellows by phone at (602) 712-8010 immediately. **COGs/MPOs please rank all applications and notify ADOT Safe Routes To School Coordinator no later than March 2, 2007.** If you have any other questions, call Brian or e-mail him at bfellows@azdot.gov.

Project/Application Ranking Criteria

SRTS applications will be rated and selected based on the following factors:

Mandatory: All projects must adhere to the Americans With Disabilities Act (ADA) and all other appropriate federal and state laws;

Implementation: Applicants are expected to accomplish projects expeditiously. If not already underway, projects are to commence at the beginning of the next school year.

- Does the project directly benefit multiple schools?
- Is the school(s) designated as Title I?
- Are there school/district-wide anti-biking/walking policies? Is there a remediation plan?
- Does the application include an adequate description and need?
- How many of the "5 Es" do the solutions utilize (see below for definitions)?
- Does the project employ effective SRTS strategies?
- Does the project engage traditional (governmental) and non-traditional (community) partners?
- Are Timelines and Milestones realistic?
- Are Cost Estimates realistic?
- Does the project employ creative uses of support from the above partners?
- Is the application signed by the appropriate people?
- Did the applicant or team member attend an ADOT-sponsored program session?
- Are the required attachments included (site maps, letters of support, a program outline, a school walking/biking/route map)?
- Are there additional attachments (educational materials, newspaper clippings)?

Application review: Projects will be reviewed and ranked by the applicant's Council of Governments (COG) or Metropolitan Planning Organization (MPO). It is the applicant's responsibility to mail/deliver the correct number of copies to the appropriate COG/MPO. (See the attached list of Arizona COGs and MPOs.)

Examples of successful SRTS projects

Note: the infrastructure portions of projects (see italics) are not eligible for funding in this cycle.

Example A

The regional health department will partner with an elementary school to create a walking school bus initiative as well as educate students on the importance of safety and living a healthy lifestyle. Funds also will be used to purchase educational materials and bike racks to encourage students to walk and bicycle to and from school thus creating a safer, healthier environment for students. *The construction of a sidewalk from the school to an adjacent mobile home park will create a new and safe route for more than seventy-five students to either walk or bike to school.*

Example B

An elementary school will implement bicycle safety education presentations and walking school buses. *The school also will receive new pedestrian crossing lights and crosswalks, a sidewalk extension, new school zone signs, and bicycle storage at the school complex.*

Example C

In partnership with the schools, the city police department will train and educate students about the health benefits and safety considerations of walking and biking to and from school. Funds will be used for training individuals to establish a local Safe Routes to School program including a walking school bus program. The police department will also conduct direct traffic enforcement in the area of the schools. *This project will help fill in gaps in the city's existing sidewalk grid along four neighborhood and collector streets surrounding a middle school and three elementary schools.*

Example D

Funding will be used to develop a student walker/biker identification system for more than 250 students of a local middle school. The funds also will be used to train volunteers, and to organize special safety days to encourage and educate students about the benefits of walking and bicycling. The project will be a joint partnership between the district health department, the city citizen information & assistance department, city public works department, the city-county planning commission, and the city-county greenways commission. The funds will be used for educational activities including classroom instruction, training for volunteers at each school and public awareness campaigns. *In addition, a half-mile multi-use path will be planned, designed, and constructed to connect the school to rails and greenways and nearby housing.*

Example E

Partners for this project include the Family Resource Center of a local elementary school, through which educational programs will be administered. The school will collaborate with the school district resource officer and the city police department to provide safety crossing-guards and SRTS training. *Also to be installed are a crossing on Main Street and a U.S. Highway, a sidewalk along a major collector street, sidewalk renovations along another major collector, and crosswalk striping and traffic signs throughout.*

Safe Routes To School Resources

Bicycle and pedestrian safety and advocacy

- America Bikes: www.americabikes.org
- Arizona DOT Bicycle and Pedestrian Program: www.azbikeped.org
- Association of Pedestrian and Bicycle Professionals: www.apbp.org
- Bikes Belong Coalition: www.bikesbelong.org
- Coalition of Arizona Bicyclists: www.cazbike.com
- FHWA Bicycle/Pedestrian Program: <http://www.fhwa.dot.gov/environment/bikeped/index.htm>
- FHWA Safe Routes To School Program: <http://safety.fhwa.dot.gov/saferoutes/>
- League of American Bicyclists: www.bikeleague.org
- National Center for Bicycling and Walking: www.bikewalk.org
- National Highway Traffic Safety Administration: www.nhtsa.dot.gov/people/injury/pedbimot/ped
- National SAFEKIDS Campaign: www.safekids.org
- Prescott Alternative Transportation: www.epfguzzi.com/PAT.HTM
- Thunderhead Alliance: www.thunderheadalliance.org

Student/child safety and empowerment

- 'Got 2B Safe' Program: <http://www.honeywell.com/sites/hhs/got2bsafe/>
- Kid Power: www.kidpower.org
- National Center for Safe Routes To School: <http://www.saferoutesinfo.org/resources/index.cfm>

Education

- National Center for Bicycling and Walking: www.bikewalk.org
- BIKESAFE: <http://www.bicyclinginfo.org/bikesafe/>
- Pedestrian and Bicycle Information Center: <http://www.walkinginfo.org/ee/>
- Pedestrian and Bicycle Information Center: <http://www.bicyclinginfo.org/ee/>
- PEDSAFE: <http://www.walkinginfo.org/pedsafe/>

Bike rodeos:

- Bicycling Life: <http://www.bicyclinglife.com/SafetySkills/BicycleRodeo.htm>

Engineering/traffic calming

- American Association of State Highway and Traffic Officials (AASHTO) Guide for the Development of Bicycle Facilities (publication)
- American Association of State Highway and Traffic Officials (AASHTO) Guide for Planning, Design, and Operation of Pedestrian Facilities (publication)
- Americans With Disabilities Act: www.access-board.gov/adaag/html/adaag.htm
- BIKESAFE: <http://www.bicyclinginfo.org/bikesafe/>
- Federal Highway Administration: www.fhwa.dot.gov/environment/bikeped/index.htm
- Institute of Transportation Engineers: www.ite.org
- Manual On Uniform Traffic Control Devices (MUTCD): <http://mutcd.fhwa.dot.gov/>
- MUTCD Arizona Supplement: http://mutcd.fhwa.dot.gov/resources/state_info/arizona/az.htm

- National Center for Bicycling and Walking: <http://www.bikewalk.org/thepractice.php>
- Pedestrian and Bicycle Information Center: <http://www.walkinginfo.org/de/>
- Pedestrian and Bicycle Information Center: <http://www.bicyclinginfo.org/de/>
- PEDSAFE: <http://www.walkinginfo.org/pedsafe/>
- National Center for SRTS: <http://www.saferoutesinfo.org/resources/index.cfm>
- Surface Transportation Policy Project: www.transact.org
- Transportation for Livable Communities: www.tlcnetwork.org

Enforcement

- BIKESAFE: <http://www.bicyclinginfo.org/bikesafe/>
- Pedestrian and Bicycle Information Center: <http://www.walkinginfo.org/ee/>
- Pedestrian and Bicycle Information Center: <http://www.bicyclinginfo.org/ee/>
- PEDSAFE: <http://www.walkinginfo.org/pedsafe/>
- National Center for SRTS: <http://www.saferoutesinfo.org/resources/index.cfm>

Neighborhood watch programs

- National Crime Prevention Council: http://ncpc.org/publications/text/neighborhood_watch.php

Encouragement

- National Center for SRTS: <http://www.saferoutesinfo.org/resources/index.cfm>

Walk To School Day and walking school buses:

- Centers for Disease Control: <http://www.cdc.gov/nccdphp/dnpa/kidswalk>
- International Walk To School Day: www.iwalktoschool.org
- Kids Walk: www.kidswalk.org
- USA event: www.walktoschool-usa.org
- Walking school buses: www.walkingschoolbus.org/organizers.pdf

Application

Project Contact Information

(Include the main points of contact for this grant application)

Project Name: _____

Site Address: _____

City: _____ Zip Code: _____

Applicant:
(government agency, school/district, non-profit): _____

NOTE: the applicant will be the project's *fiscal agent*, sending and receiving all monetary payments.]

Address: _____

City: _____ Zip Code: _____

Applicant/project/grant contact person: _____

Telephone: _____

E-mail address: _____

Government Agency partner contact person: _____

Address: _____

City: _____ Zip Code: _____

Telephone: _____

E-mail address: _____

Project Information

Project Name: _____

Project/school site name and address: _____

In what U.S. Congressional District is the target school: _____

Applicant

(government agency, school, district, non-profit): _____

[NOTE: the applicant will be the *fiscal agent*, sending and receiving all monetary payments.]

[IF YOU ARE A NON-PROFIT, ATTACH YOUR IRS 501(c)3 LETTER AND CERTIFICATE OF GOOD STANDING]

Amount of Safe Routes to School funds requested this cycle: \$ _____

Project category (select all that apply):

- Infrastructure

- | | | |
|---|---|--|
| <input type="checkbox"/> Trail construction | <input type="checkbox"/> Pick-up/drop-off zone improvements | |
| <input type="checkbox"/> Crosswalk improvement | <input type="checkbox"/> Traffic signals | <input type="checkbox"/> Street striping |
| <input type="checkbox"/> On-street bicycle facility | <input type="checkbox"/> Traffic calming | <input type="checkbox"/> Sidewalk improvement |
| <input type="checkbox"/> Street narrowing | <input type="checkbox"/> Traffic diversion | <input type="checkbox"/> Other (explain below) |
-

- Non-infrastructure/Education

- | | |
|--|---|
| <input type="checkbox"/> Bike rodeo | <input type="checkbox"/> Parent-focused education |
| <input type="checkbox"/> Student-focused education | <input type="checkbox"/> Walking school bus |
| <input type="checkbox"/> Bike train | <input type="checkbox"/> Pay or stipends |
| <input type="checkbox"/> Consultants | <input type="checkbox"/> Other (explain below) |
-

- Non-infrastructure/Enforcement

- | | |
|---|---|
| <input type="checkbox"/> Law enforcement activities | <input type="checkbox"/> Equipment for law enforcement activities |
| <input type="checkbox"/> Crossing guard training | <input type="checkbox"/> Neighborhood watch programs |
| <input type="checkbox"/> Photo enforcement | <input type="checkbox"/> Vehicle speed feedback signs |
| <input type="checkbox"/> Targeted pedestrian safety | <input type="checkbox"/> Other (explain below) |
-

- Non-infrastructure/Encouragement items

- | | |
|---|--|
| <input type="checkbox"/> Mileage clubs | <input type="checkbox"/> Bicycle helmet giveaways and fittings |
| <input type="checkbox"/> Giveaway items | <input type="checkbox"/> Other (explain below) |
-

School profile:

School A

School B

School C

Target school(s):

[NOTE: if the project includes direct involvement with more schools than space provides, copy this page, complete it for each additional school, and attach it immediately after this page.]

Is this school designated as Title 1: _____

Name other elementary or middle schools within 2.0 miles that are partners with the target school(s) in this project: _____

Name other schools within 2.0 miles that are *not* eligible (i.e. high school, pre-K) and/or that are not included in this project/application: _____

School A

School B

School C

School A

School B

School C

Grade levels: _____ Number enrolled: _____

School calendar: _____ traditional _____ year-round (explain) _____ modified (explain)

School A

School B

School C

Number of students who live within 2.0 miles of the schools:

Number of students who live within 1.0 mile of the schools:

Number of students who live within 0.5 miles of the schools:

Number of students taking the bus: (incl. school, daycare, city buses):

Current walking trips to school *per month* - "CMWT" (avg. over school year)*:

School A

School B

School C

(Also transfer to worksheet on p. 20)

Current bicycle trips to school *per month* - "CMBT" (avg. over school year)*:

School A

School B

School C

(Also transfer to worksheet on p. 20)

Existing bicycle or pedestrian programs, facilities or treatments:

Does the school or district have policies that prohibit students from biking or walking to school, or that mandate busing? If yes, please explain:

If yes, please explain any plans to change these policies, including a timeline and deadline for achieving this:

* Each trip **to** school is counted as one trip; each trip **from** school is counted as one trip; if a student walks/bikes to AND from school, count that as two trips.

Application Narrative

(Do not change the format or order of questions)

What is the problem your project addresses?: (200 words or less)

Accurately describe your project: (400 words or less)

Site safety/crash history (200 words or less; describe any extraordinary occurrences on streets within a 2-mile radius from the target school):

Describe how the five "Es" will be used, or are currently being used in the project (400 words or less; see definition of "The 5 Es" below):

The 5 Es

Engineering - Creating operational and physical improvements to the infrastructure surrounding schools that reduce vehicle speeds, reduce potential conflicts between motor vehicles and students who walk/bike to school, establish safer and fully accessible crossings, walkways, trails, and bikeways, and are fully accessible to *all* users.

Education - Teaching children and parents about wise transportation and safety choices with instruction focused on creating lifelong bicycling and walking safety skills.

Enforcement - Partnering with local law enforcement agencies to ensure that traffic laws are obeyed in the vicinity of schools - including speed limits, yielding to pedestrians in crosswalks, and proper bicycling and walking behaviors. Community enforcement efforts might include crossing guard training programs.

Encouragement - Using events, activities, and educational giveaways to promote bicycling and walking.

Evaluation - Monitoring and documenting outcomes and trends by collecting data before and after the SRTS project has begun.

Estimated walking/bicycling trips the project will increase:

(Applicants will not be scored on the estimates themselves, however, points are awarded for completing this exercise.)

Walking

Estimate the average number of monthly walking trips to (and/or from)* school ("EMWT") that this SRTS project will create in **Year 1**: _____

----- Walking trips -----

Example:	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>
	0	150	300	100	0	100	200	300	550	700	0	0
EMWT	= (0+150+300+100+0+100+200+300+550+700+0+0) ÷ 9											
EMWT	= 2,400 ÷ 9											
EMWT	= 267											

Estimate additional yearly EMWT: Year 2 _____ Year 3 _____ Year 4 _____

Use EMWT (above) and CMWT (p. 17) and calculate the estimated percentage increase in Year 1 - "E%WT":

$$E\%WT = ((EMWT - CMWT) \div CMWT) \times 100$$

E%WT = _____ **% Year 1**

Biking

Estimate the average number of monthly bicycle trips to (and/or from)* school ("EMBT") that this SRTS project will create in the **Year 1**: _____

----- Biking trips -----

Example:	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>
	0	150	300	100	0	100	200	300	550	700	0	0
EMWT	= (0+150+300+100+0+100+200+300+550+700+0+0) ÷ 9											
EMWT	= 2,400 ÷ 9											
EMWT	= 267											

Estimate additional yearly EMBT: Year 2 _____ Year 3 _____ Year 4 _____

Use EMBT (above) and CMBT (p. 17) and calculate the estimated percentage increase in Year 1 - "E%BT":

$$E\%BT = ((EMBT - CMBT) \div CMBT) \times 100$$

E%BT= _____ **% Year 1**

* Each trip to school ("AM trip") is counted as one trip; each trip from school ("PM trip") is counted as one trip; if a student walks/bikes to AND from school, count that as two trips.

Timeline and Milestones

(Include all pertinent milestones including, but not limited to, event dates, public meetings, design phases, environmental reviews, and construction)

DATE	MILESTONE
	Project/program selected
	Project/program completion
	Expend all SRTS funds Non-infrastructure projects: 18 months from date of selection; Infrastructure projects: 24 months from date of selection

1. SRTS plan development.....\$ _____

2. Outreach

Education.....\$ _____

Enforcement.....\$ _____

Encouragement.....\$ _____

Evaluation.....\$ _____

Outreach sub-total.....\$ _____

3. Educational materials (e.g., brochures, videos, training materials).....\$ _____

4. Training

Student-focused.....\$ _____

Teacher-focused.....\$ _____

Parent-focused.....\$ _____

Training sub-total.....\$ _____

5. Voluntary contributions

All voluntary contributions must be documented. Applicants may not donate contributions to themselves. An applicant may not perform project related services or use materials owned by the applicant and consider this a contribution. Services or materials must be donated from a source other than the applicant..\$ _____

6. Mandatory ADOT review fee\$ **3,000**

This fee is required by ADOT for its internal review of all projects, to ascertain if projects comply with environmental, utility, right-of-way, and historic preservation laws and guidelines.

7. Maintenance (infrastructure projects only).....\$ _____

8. Total value of project (add lines 1-7).....\$ _____

9. SRTS funds requested (Do not include maintenance; Cannot exceed amount in line 8).....\$ _____

Estimated Fund Expenditures

(Estimate how much you will spend on the project in years beyond the SRTS grant period.)

<u>Year</u>	<u>Month</u>	<u>Expenditure</u>	<u>Source (name SRTS or other source)</u>
2007	(Q1) Jul-Sep	\$ _____	_____
	(Q2) Oct-Dec	\$ _____	_____
2008	(Q3) Jan-Mar	\$ _____	_____
	(Q4) Apr-Jun	\$ _____	_____
	(Q1) Jul-Sep	\$ _____	_____
	(Q2) Oct-Dec	\$ _____	_____
2009	(Q3) Jan-Mar	\$ _____	_____
	(Q4) Apr-Jun	\$ _____	_____
	(Q1) Jul-Sep	\$ _____	_____
	(Q2) Oct-Dec	\$ _____	_____
2010	(Q3) Jan-Mar	\$ _____	_____
	(Q4) Apr-Jun	\$ _____	_____
	(Q1) Jul-Sep	\$ _____	_____
	(Q2) Oct-Dec	\$ _____	_____
Total		\$ _____	_____

Explain how you will fund any recurring costs beyond the grant period, including maintenance:

Project Review and Signatures:

[NOTE: ALL SIGNATURES INDICATE AN AGREEMENT IN PRINCIPLE AND A PARTNERSHIP ON THIS PROJECT BETWEEN THE APPLICANT AND THE SIGNING ORGANIZATION. Although not all signatures are required, applications will be ranked higher that include more signatures.]

School/site official (required):

(Principal, assistant principal, teacher-in-charge, P.E. teacher)

Name: _____ Title: _____

Signature: _____ Date: _____

School district official (required):

Name: _____ Title: _____

Signature: _____ Date: _____

City/county public works or transportation official (required for infrastructure projects):

(Traffic engineer, transportation engineer, transportation planner)

Name: _____ Title: _____

Signature: _____ Date: _____

Law enforcement official (required):

Name: _____ Title: _____

Signature: _____ Date: _____

Bicycle/pedestrian professional:

(City/county Safe Routes To School coordinator, traffic safety educator, traffic engineer, city planner, landscape architect. If your community does not have any of the above, then have the leader of the walk-about sign below.)

Name: _____ Title: _____

Signature: _____ Date of walk-about: _____

Parent/teacher organization representative:

Name: _____

Title: _____

Signature: _____

Date: _____

City/county health department official or other local health/wellness professional:

Name: _____

Title: _____

Signature: _____

Date: _____

NOTE:

Three (3) extra points will be awarded to applications in which at least one of the contacts from 'Project review and signatures' attends an ADOT-sponsored SRTS program session. See <http://www.azdot.gov/saferoutes> for the meeting schedule.

Attachments:

Site maps (required)

[Provide a map indicating a 2-mile radius of the school and identifying the existing facilities. Infrastructure project applications should indicate the proposed changes and additions. Limit map sizes to no larger than 8.5" x 11".]

Letters of support (required)

[Letters can be written by project partners from the "Project Review and Signatures" section above; other community supporters of the project also may write letters.]

Description of education, enforcement, encouragement program (required)

Walking/biking/route map (highly recommended)

[The map should indicate all streets, crossings, and existing bicycle and pedestrian (sidewalks) facilities. The recommended routes should be indicated. A software-based map (CAD, ArcView, etc.) is preferred, but if such software isn't available, a high-quality hand-drawn map will suffice.]

Photographs (required; no more than 3)

[Images can include existing facilities (or lack thereof) that pose a barrier to students walking or bicycling to school and/or that will be replaced as a result of this project. Previous SRTS-related events can be shown.]

Sample educational materials

[Include any literature or curricula that has been used in the school/district in the past.]

Newspaper clippings

[Highlight coverage of previous events at your school or a neighboring school; Include articles about community concerns relating to school transportation that you are addressing in your application.]

Post-Selection Responsibilities

If your project is selected you will be required to do the following:

1. Enter into a written contract with ADOT.
2. Submit the evaluation form entitled "Project Evaluation Form - Baseline Data" (see below) within the first school month after your project has been selected.
3. Communicate regularly with ADOT Safe Routes To School Program coordinator.
4. Complete and mail quarterly reimbursement request forms to ADOT.
5. On a quarterly basis, complete and submit the evaluation form entitled "Project Evaluation Form - Quarterly Data" (see below) that includes the required walking/biking data and summarizes your project's performance for that period. In order for your quarterly reimbursements to be processed, you must submit your evaluation forms.
6. At the close of your project, submit with your final Quarterly Reimbursement Request the evaluation form entitled "Project Close-Out Evaluation Report."
7. Use the funds in a timely manner. Grant awards for non-infrastructure projects will be valid for an eighteen-month period beginning at the time of the award; infrastructure projects are valid for twenty-four months. If the project is not completed within this time, ADOT has the right to discontinue reimbursements to the applicant, unless the applicant can prove that sufficient progress has been made. ADOT then may then grant the applicant a six-month extension for utilizing the funds.

Project Evaluation Form - BASELINE DATA

This form is to be completed during the first complete school month *after the project has been selected* to receive SRTS funding. Submit it along with your first quarterly reimbursement request. Use the attached one-page Student Travel Tally Sheet and follow the instructions for collecting day-to-day student data for your entire school. Transfer your results for the five-day period into the following form.

Walking statistics:

Number of students who walked to school during five days of the baseline quarter:

School yr. 200 -200			
5-day period in:	5-day period in:	5-day period in:	5-day period in:
Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)

Bicycling statistics:

Number of students who bicycled to school during five days of the baseline quarter:

School yr. 200 -200			
5-day period in:	5-day period in:	5-day period in:	5-day period in:
Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)

Other statistics:

In addition to the above, you may choose to evaluate the following:

- Safety Benefits
- Behavioral Changes,
- Student health, air quality, congestion, or other potential benefits

For programs/projects that intend to change student behavior or knowledge you must submit corresponding baseline information gathered at the project's inception.

Mail these evaluations along with your *first* quarterly reimbursement request to:

Susie Avelar
Administrative Services Officer
Arizona Department of Transportation
206 S. 17th Avenue, Mail Drop 310B
Phoenix, Arizona 85007

If you have any questions, you may contact Brian by phone at (602) 712-8010, or by e-mail at bfellows@azdot.gov.

Project Evaluation Form - QUARTERLY DATA

This form is to be completed and submitted quarterly (October, January, April, and July) attached to your Reimbursement Request Form. Submit it along with your first quarterly reimbursement request. Use the attached one-page Student Travel Tally Sheet and follow the instructions for collecting day-to-day student data for your entire school. Transfer your results for the five-day period into the following form.

Walking statistics:

Number of students who walked to school during five days of the baseline quarter:

School yr. 200 -200			
5-day period in:	5-day period in:	5-day period in:	5-day period in:
Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)

Bicycling statistics:

Number of students who bicycled to school during five days of the baseline quarter:

School yr. 200 -200			
5-day period in:	5-day period in:	5-day period in:	5-day period in:
Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)

Other statistics:

In addition to the above, you may choose to evaluate the following:

- Safety Benefits
- Behavioral Changes,
- Student health, air quality, congestion, or other potential benefits

For programs/projects that intend to change student behavior or knowledge you must submit corresponding baseline information gathered at the project's inception.

Mail these evaluations along with your quarterly reimbursement request to:

Susie Avelar
Administrative Services Officer
Arizona Department of Transportation
206 S. 17th Avenue, Mail Drop 310B
Phoenix, Arizona 85007

If you have any questions, you may contact Brian by phone at (602) 712-8010, or by e-mail at bfellows@azdot.gov.

Project Close-Out Evaluation Report (4th Quarter)

This form is to be submitted upon completion of your SRTS project, attached to your final Reimbursement Request Form. Submit it along with your final quarterly reimbursement request. Use the attached one-page Student Travel Tally Sheet and follow the instructions for collecting day-to-day student data for your entire school. Transfer your results for the five-day period into the following form.

Walking statistics:

Number of students who walked to school during five days of the final quarter. *Also include all previous quarters:*

School yr. 200 -200			
5-day period in: Quarter 1 (Jul-Sep)	5-day period in: Quarter 2 (Oct-Dec)	5-day period in: Quarter 3 (Jan-Mar)	5-day period in: Quarter 4 (Apr-Jun)

Bicycling statistics:

Number of students who bicycled to school during five days of the final quarter. *Also include all previous quarters:*

School yr. 200 -200			
5-day period in: Quarter 1 (Jul-Sep)	5-day period in: Quarter 2 (Oct-Dec)	5-day period in: Quarter 3 (Jan-Mar)	5-day period in: Quarter 4 (Apr-Jun)

Other statistics:

In addition to the above, you may choose to evaluate the following:

- Safety Benefits
- Behavioral Changes,
- Student health, air quality, congestion, or other potential benefits

For programs/projects that intend to change student behavior or knowledge you must submit corresponding close-out information.

Mail these evaluations along with your final reimbursement request to:

Susie Avelar
Administrative Services Officer
Arizona Department of Transportation
206 S. 17th Avenue, Mail Drop 310B
Phoenix, Arizona 85007

SAFE ROUTES TO SCHOOL STUDENT TRAVEL TALLY SHEET

School Name: _____ Grade: _____ # of students enrolled in class _____

Teacher: _____ Monday's Date: _____

School's Zip Code _____ (used to identify weather conditions)

Teachers, here are simple instructions for using this form:

- Please conduct these counts **each of the five days of the assigned week.**
- Before asking your students to raise their hands to indicate the *one answer* that is correct for them, read through all potential answers so they will know what the choices are.
- Ask your students as a group the question "How did you arrive at school today?"
- Read each answer and record the number of students that raised their hands for each.
- Follow the same procedure for the question "How do you plan to leave for home after school?"
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in class each day			Step 2. Ask students "How did you arrive at school today?" and "How do you plan to leave for home after school?" (record number of hands for each answer)							
	Weather S= sunny R= rainy C= cloudy Sn= snow	Number of Students (in class when count made)	Walk	Bike	School Bus	Family Vehicle (only with children from your family)	Carpool (riding with children from other families)	Transit (city bus, subway, etc.)	Other (skateboard, scooter, inline skates, etc.)	
Mon AM										
Mon PM										
Tues AM										
Tues PM										
Wed AM										
Wed PM										
Thur AM										
Thur PM										
Fri AM										
Fri PM										

Comments (Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally; use back if necessary):

SURVEY ABOUT WALKING AND BIKING TO SCHOOL

- FOR PARENTS -

Dear Parent or Caregiver,

Your child's school wants to learn your thoughts about children walking and biking to school. This survey will take about 10 - 15 minutes to complete. We ask that each family complete only one survey per school your children attend. If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today's date.

After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child's name will be associated with any results. **Thank you for participating in this survey!**

These first few questions gather some general and background information.

Remember, all information will be confidential, and no identifying information will be released.

1. What is the grade of the child who brought home this survey? (K – 8) _____ grade
2. Is the child who brought home this survey male or female? ☐ MALE ☐ FEMALE
3. How many children do you have in Kindergarten through 8th grade? _____ children
4. What is your ZIP Code? (please provide ZIP +4 if known) _____ ZIP code
(note: many utility bills will show your ZIP +4)
5. How far does your child live from school? (choose one)

<input type="checkbox"/> a. less than 1/4 mile	<input type="checkbox"/> d. 1 mile up to 2 miles
<input type="checkbox"/> b. 1/4 mile up to 1/2 mile	<input type="checkbox"/> e. More than 2 miles
<input type="checkbox"/> c. 1/2 mile up to 1 mile	<input type="checkbox"/> f. Don't know

6. On most days, how does your child arrive at school and leave for home after school?
(circle one choice per column)

Arrive at school	Leave for home
a. Walk	a. Walk
b. Bike	b. Bike
c. School Bus	c. School Bus
d. Family vehicle (only with children from your family)	d. Family vehicle (only with children from your family)
e. Carpool (riding with children from other families)	e. Carpool (riding with children from other families)
f. Transit (city bus, subway, etc.)	f. Transit (city bus, subway, etc.)
g. Other (skateboard, scooter, inline skates, etc.)	g. Other (skateboard, scooter, inline skates, etc.)

7. How long does it normally take your child to get to/from school? (check one choice per column)

Travel time to school

☐ a. Less than 5 minutes

☐ b. 5 - 10 minutes

☐ c. 11 - 20 minutes

☐ d. More than 20 minutes

☐ e. Don't know / Not sure

Travel time from school

☐ a. Less than 5 minutes

☐ b. 5 - 10 minutes

☐ c. 11 - 20 minutes

☐ d. More than 20 minutes

☐ e. Don't know / Not sure

8. Has your child asked you for permission to walk or bike to/from school in the last year? (check one box) ☐ YES ☐ NO

9. At what grade would you allow your child to walk or bike without an adult to/from school? (select a grade between K-8)

Grade (K-8) _____ (or ☐ I would not feel comfortable at any grade)

10. Which of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (check all that apply)

11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (circle one per line)

(☐ My child already walks or bikes to/from school)

<input type="checkbox"/> Distance	YES	NO	Not Sure
<input type="checkbox"/> Convenience of driving	YES	NO	Not Sure
<input type="checkbox"/> Time	YES	NO	Not Sure
<input type="checkbox"/> Child's participation in before/after-school activities	YES	NO	Not Sure
<input type="checkbox"/> Speed of traffic along route	YES	NO	Not Sure
<input type="checkbox"/> Amount of traffic along route	YES	NO	Not Sure
<input type="checkbox"/> Adults to walk or bike with	YES	NO	Not Sure
<input type="checkbox"/> Sidewalks or pathways	YES	NO	Not Sure
<input type="checkbox"/> Safety of intersections and crossings	YES	NO	Not Sure
<input type="checkbox"/> Crossing guards	YES	NO	Not Sure
<input type="checkbox"/> Violence or crime	YES	NO	Not Sure
<input type="checkbox"/> Weather or climate	YES	NO	Not Sure
<input type="checkbox"/> Other _____	YES	NO	Not Sure
<input type="checkbox"/> Other _____	YES	NO	Not Sure

12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school? (check one box)

Strongly Encourage
☐

Encourage
☐

Neither
☐

Discourage
☐

Strongly Discourage
☐

(Questions 13 and 14) Please answer these two questions based on your feelings (or what your child has told you) about your child walking or biking to/from school *whether or not your child actually walks or bikes to/from school*.

13. How much FUN is walking or biking to/from school for your child? (check one box)

Very Fun

☐

Fun

☐

Neutral

☐

Boring

☐

Very Boring

☐

14. How HEALTHY is walking or biking to/from school for your child? (check one box)

Very Healthy

☐

Healthy

☐

Neutral

☐

Unhealthy

☐

Very Unhealthy

☐

15. (a) How many full years of regular school have you completed? _____ years
(grade school through graduate school)

(b) Your spouse/partner's education? (if applicable) _____ years

16. Please provide any additional comments below (use the back of this page, if needed):

Thank you for participating in this survey!

Interested in Learning More?

If you are interested in discussing the conditions related to walking or biking to your child's school, please provide your contact information below (Your name will not be associated with the results of this survey!):

Name: _____

Email: _____

Address: _____

Phone: _____

ArizonaSafe Routes To School contacts

Ajo	Dan German	(520) 387-5618
Apache Junction	Roger Hacker	(480) 474-5086
Arizona Native American Tribes	Esther Corbett	(602) 307-1564
Avondale	Kelly LaRosa	(623) 478-3285
Bullhead City	Karla Brady	(928) 763-9400 x207
Casa Grande	Jim Thompson	(520) 421-8600
Chandler	Mike Normand	(480) 782-3441
Chino Valley	Robin Birnbaum Allen	(928) 636-7140
Cochise County	Dick Schaffer	(520) 432-9332
Douglas	Carlos De La Torre	(520) 805-4077
El Mirage	Leonard Rivera/Pat Gregan	(623) 876-2959
Flagstaff	Martin Ince	(928) 226-4850
Fountain Hills	Randy Harrel	(480) 816-5112
Gilbert	Tami Ryall	(480) 503-6765
Glendale	Sandy Adams	(623) 930-2032
Goodyear	Luke Albert	(623) 882-7519
Holbrook	Mary Koury	(928) 524-6144
Kingman	Pete Johnson	(928) 753-8102
Lake Havasu City	Richard Kaffenberger	(928) 453-4141
Litchfield Park	Mike Cartsonis	(623) 935-5033
Maricopa County	Gerald Last	(602) 506-4633
Maricopa (town)	Mary Eick	(520) 568-9098 x249
Mesa	Jean DeStories	(480) 644-3398
Navajo Nation	Margie Begay	(928) 871-6498
Nogales	Manuel Tapia	(520) 285-5753
Oro Valley	Nancy Ellis	(520) 229-5057
Page	Diane Hansen	(928) 608-4116
Parker	Lori Wedemeyer	(928) 669-9265
Paradise Valley	John Whipple	(480) 948-7418
Payson	Kevin Krogulski	(928) 474-5242 x229
Peoria	Brandon Forrey	(623) 773-7201
Phoenix	Don Cross	(602) 534-2020
Pima County	Donna Lewandowski	(520) 205-8309
Pinal County	Kathy Borquez	(520) 866-6406
Prescott	Lisa Barnes	(928) 778-3617
Prescott Valley	Jack Richardson	(928) 759-3075
Queen Creek	Bill Birdwell	(480) 358-3144
Safford	Bill Harmon	(928) 428-5470
Scottsdale	Dawn Coomer	(480) 312-7637
Sedona	Karen Dansby	(928) 204-9448
Sierra Vista	Ryan Kooi	(520) 458-5775
Surprise	Nick Mascia	(623) 594-5720
Tempe	Tanya Chavez	(480) 858-2215
Tohono O'dtham Nation	Darrell Juan	(520) 206-8858
Tolleson	Jason Earp	(623) 936-7141
Tucson	Melissa Antol	(520) 791-4371
Verde Valley area	Randy Victory	(928) 649-9533
Wickenburg	Irene Morgan	(928) 668-0522
Williams	Officer Sarah MacRae	(928) 635-4461
Winslow	Bob Mansell	(928) 288-8101
Yavapai County	Patrick Gorlick	(928) 567-2246
Yuma	Paul Melcher	(928) 783-8911

The National Center for Safe Routes To School maintains a toll-free number [(866) 610-SRTS] and a web site [www.saferoutesinfo.org] for questions and additional resources.

Arizona Councils of Governments and Metropolitan Planning Organizations

<p>Central Arizona Association of Governments Bill Leister, Transportation Director Historic Belmont Building 271 Main Street Superior, AZ 85273 (520) 689-5004</p> <p>Territory: Pinal and Gila Counties</p>	<p>Central Yavapai Metropolitan Planning Organization Jodi Rooney, Administrator 7501 E. Civic Circle Prescott Valley, AZ 86314 (928) 759-5516</p> <p>Territory: Prescott, Prescott Valley, and Chino Valley areas</p>
<p>Flagstaff Metropolitan Planning Organization David Wessel 211 W. Aspen Ave. Flagstaff, AZ 86001 (928) 779-7685 x230</p> <p>Territory: Flagstaff metropolitan area</p>	<p>Maricopa Association of Governments Sarath Joshua ITS & Safety Program Manager 302 North 1st Avenue, Suite 300 Phoenix, Arizona 85003 (602) 254-6300</p> <p>Territory: Maricopa County</p>
<p>Pima Association of Governments Rich Corbett, Regional Bicycle Program Mgr. Transportation Planning Department 177 N Church Ave., Suite 405 Tucson AZ 85701-1127 (520) 792-1093 x513</p> <p>Territory: Pima County</p>	<p>Northern Arizona Council of Governments Chris Fetzer 119 E. Aspen Ave. Flagstaff, Arizona 86001 (928) 774-1895 x1142</p> <p>Territory: Apache, Yavapai, Navajo, and Coconino Counties</p>
<p>SouthEastern Arizona Government Organization Eugene Weeks, Transportation Planner 118 Arizona Street Bisbee, Arizona 85603 (520) 432-5301</p> <p>Territory: Cochise, Santa Cruz, Graham, and Greenlee Counties</p>	<p>Western Arizona Council of Governments David Barber 208 N. 4th Street Kingman, AZ 86401 (928) 753-6247</p> <p>Territory: Mohave and La Paz Counties</p>
<p>Yuma Metropolitan Planning Organization Paul Melcher 502 S. Orange Ave. Yuma, AZ 85364 (928) 783-8911</p> <p>Territory: Yuma County</p>	